

APPENDIX

B

**WORKSHEET - LIBRARY MEDIA CENTER ANALYSIS
REFERENCE, NONFICTION, VISUAL MATERIALS**

Items in certain Dewey areas are particularly subject to obsolescence due to age and generally weaken the quality of the collection. Only those titles in these areas which have a copyright date of _____ or newer may be used for the self-evaluation process. By all means, keep the earlier titles in the collection if they meet local needs; they simply cannot be counted for the annual Core Data Report.

BRIEF EXPLANATION OF THE WORKSHEET COLUMNS:

DEWEY AREAS
TOTAL HOLDINGS

REPEAT COLUMN 1 FIGURES

NO. ITEMS _____ AND OLDER
NO. ITEMS _____ AND NEWER
% COUNTABLE ITEMS

Classified holdings of the collection

Enter the count of all of the items in the local collection in each of the Dewey categories regardless of copyright date

For later ease of calculation, enter the SAME number from column 1 in column 2 for the copyright-sensitive Dewey areas.

Determine which items have copyright dates 13 years old and older.

Determine which items have copyright dates within the last 12 years

In order to understand the relative strengths and weaknesses of each Dewey area of the collection, compute the percentage of countable items. Using the 70% standard for the copyright-sensitive areas as a guide, the computed percentage is to be used by the library media specialist as a way to determine areas of the collection which need improvement. The form will report only the overall percentage of the Dewey categories from the worksheet (cell P-5).

MODEL WORKSHEET

REFERENCE COLLECTION WORKSHEET					
Dewey Areas	Total Holdings (all items owned)	COPYRIGHT-SENSITIVE DEWEY AREAS			
		REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Reference	(1)	(2)	(3)	(4)	(5)
Encyclopedias					
000-319	400				
320-329	100	100	50	50	50%
330-339	80	80	70	10	13%
340-359	300				
REFERENCE COLLECTION TOTALS this LMC	T-1 880	T-2 180	T-3 120	T-4 60	➤ Divide each cell in column 4 by the corresponding cell in
	Add to find total countable and non- countable items all owned no matter date	Add to find total items in time- sensitive Dewey areas NOT REPORTED	Add to find total time-sensitive NON -countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	column 2 to find the % in each Dewey area use for planning purposes
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					P-5 33%
TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:					
● Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS)					
● Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) (T1) <u>880</u> --- (T3) <u>120</u> = <u>760</u>					
● Cell P-5 transferred to the Planning and Evaluation form column C					

REFERENCE COLLECTION WORKSHEET					
COPYRIGHT-SENSITIVE DEWEY AREAS					
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items ____ and OLDER	No. of Items ____ and NEWER	% of Countable Items within Copyright Time Frame
Reference	(1)	(2)	(3)	(4)	(5)
General Encyclopedias			(____ and older) (5 year rule)	(____ and newer) (5 year rule)	%
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					

REFERENCE COLLECTION TOTALS this LMC	T-1	T-2	T-3	T-4	➤ Divide each cell in column 4 by the corresponding cell in
	Add to find total countable and non- countable items all owned no matter date	Add to find total items in time- sensitive Dewey areas NOT REPORTED	Add to find total NON -countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	column 2 to find the % in each Dewey area use for planning purposes
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					P-5 %

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
● Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) *reported on Core Data Report	
● Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) *reported on Core Data Report	
(T1) --- (T3) =	
● Cell P-5 transferred to the Planning and Evaluation form column C	

*NOTE: If these resources have been counted in reference, nonfiction, fiction, or professional collections do not enter these totals on this form.

VISUAL COLLECTION WORKSHEET					
		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items ____ and OLDER	No. of Items ____ and NEWER	% of Countable Items within Copyright Time Frame
Visual	(1)	(2)	(3)	(4)	(5)
Fiction					
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
VISUAL COLLECTION TOTALS this LMC	T-1 Add to find total countable and non- countable items all owned no matter date	T-2 Add to find total items in time- sensitive Dewey areas NOT REPORTED	T-3 Add to find total NON -countable items items too old to count	T-4 Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	➤ Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes
	To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔				P-5 %
TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:					
● Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) *reported on Core Data Report					
● Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) *reported on Core Data Report (T1) --- (T3) =					
● Cell P-5 transferred to the Planning and Evaluation form column C					

***NOTE:** The totals from this worksheet should only be transferred to the report form if visual materials are considered as a separate section within your holdings and not integrated into reference, nonfiction, fiction or professional collections.

NONFICTION COLLECTION WORKSHEET					
Dewey Areas	Total Holdings (all items owned)	COPYRIGHT-SENSITIVE DEWEY AREAS			
		REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Nonfiction	(1)	(2)	(3)	(4)	(5)
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
NONFICTION COLLECTION TOTALS this LMC	T-1	T-2	T-3	T-4	➤ Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes
	Add to find total countable and non- countable items all owned no matter date	Add to find total items in time- sensitive Dewey areas NOT REPORTED	Add to find total NON -countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					P-5 %

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
●	Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) *reported on Core Data Report
●	Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) *reported on Core Data Report
(T1) _____ --- (T3) _____ = _____	
●	Cell P-5 transferred to the Planning and Evaluation form column C

*Even though visual resources are addressed as a separate section in these Standards, they may be counted within the nonfiction collection. This is acceptable if these same resources are not counted in the visual area.

PROFESSIONAL COLLECTION WORKSHEET					
		COPYRIGHT SENSITIVE ALL AREAS			
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Professional	(1)	(2)	(3)	(4)	(5)
Fiction					%
000-319					%
320-329					%
330-339					%
340-359					%
360-369					%
370-379					%
380-389					%
390-519					%
520-529					%
530-549					%
550-559					%
560-569					%
570-579					%
580-609					%
610-619					%
620-629					%
630-999					%
PROFESSIONAL COLLECTION TOTALS this LMC	T-1	T-2	T-3	T-4	➤ Divide each cell in column 4 by the corresponding cell in
	Add to find total countable and non- countable items all owned no matter date	Add to find total items in time- sensitive Dewey areas NOT REPORTED	Add to find total NON -countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	column 2 to find the % in each Dewey area use for planning purposes
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					P-5 %
TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:					
<ul style="list-style-type: none"> Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) *reported on Core Data Report 					
<ul style="list-style-type: none"> Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) *reported on Core Data Report 					
(T1) --- (T3) =					
<ul style="list-style-type: none"> Cell P-5 transferred to the Planning and Evaluation form column C 					

MAGAZINES COLLECTION WORKSHEET		
1	2	3
Number of magazines required (see Appendix C)	If students have access to electronic magazines (MOREnet or other) Divide figure in column 1 by 2 $T-1 \text{ divided by } 2 = T-2$ If no access to electronic magazines, $T-2 = 0.$	Number of print magazines available to students
T-1	T-2	T-3

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
<ul style="list-style-type: none"> Cell T-2 plus cell T-3 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) *reported on Core Data Report <p>(T-2) _____ + (T-3) _____ = _____</p>	

PROFESSIONAL JOURNALS/PERIODICALS COLLECTION WORKSHEET		
1	2	3
Number of magazines required (see page 34)	If faculty have access to electronic magazines (MOREnet or other) Divide figure in column 1 by 2 $T-1 \text{ divided by } 2 = T-2$ If no access to electronic magazines, $T-2 = 0.$	Number of print magazines available to faculty
T-1	T-2	T-3

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
<ul style="list-style-type: none"> Cell T-2 plus cell T-3 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) *reported on Core Data Report <p>(T-2) _____ + (T-3) _____ = _____</p>	

COPYRIGHT-SENSITIVE DEWEY AREAS

COPYRIGHT YEARS TO USE FROM 2000 – 2010

2000-2001

- Non-fiction, reference, visuals and professional
 - Countable - 1989 and newer
 - Non-countable - 1988 and older
- Encyclopedias
 - Countable - 1996 and newer
 - Non-countable - 1995 and older

2005-2006

- Non-fiction, reference, visuals and professional
 - Countable - 1994 and newer
 - Non-countable - 1993 and older
- Encyclopedias
 - Countable - 2001 and newer
 - Non-countable - 2000 and older

2001-2002

- Non-fiction, reference, visuals and professional
 - Countable - 1990 and newer
 - Non-countable - 1989 and older
- Encyclopedias
 - Countable - 1997 and newer
 - Non-countable - 1996 and older

2006-2007

- Non-fiction, reference, visuals and professional
 - Countable - 1995 and newer
 - Non-countable - 1994 and older
- Encyclopedias
 - Countable - 2002 and newer
 - Non-countable - 2001 and older

2002-2003

- Non-fiction, reference, visuals and professional
 - Countable - 1991 and newer
 - Non-countable - 1990 and older
- Encyclopedias
 - Countable - 1998 and newer
 - Non-countable - 1997 and older

2007-2008

- Non-fiction, reference, visuals and professional
 - Countable - 1996 and newer
 - Non-countable - 1995 and older
- Encyclopedias
 - Countable - 2003 and newer
 - Non-countable - 2002 and older

2003-2004

- Non-fiction, reference, visuals and professional
 - Countable - 1992 and newer
 - Non-countable - 1991 and older
- Encyclopedias
 - Countable - 1999 and newer
 - Non-countable - 1998 and older

2008-2009

- Non-fiction, reference, visuals and professional
 - Countable - 1997 and newer
 - Non-countable - 1996 and older
- Encyclopedias
 - Countable - 2004 and newer
 - Non-countable - 2003 and older

2004-2005

- Non-fiction, reference, visuals and professional
 - Countable - 1993 and newer
 - Non-countable - 1992 and older
- Encyclopedias
 - Countable - 2000 and newer
 - Non-countable - 1999 and older

2009-2010

- Non-fiction, reference, visuals and professional
 - Countable - 1998 and newer
 - Non-countable - 1997 and older
- Encyclopedias
 - Countable - 2004 and newer
 - Non-countable - 2005 and older

LMC PLANNING AND EVALUATION WORKSHEET YEAR _____ - _____

Areas marked by heavy borders will be reported on the Core Data Report.

County district code	School name	Building code	Grades served	Enrollment served	FTE certificated staff served	# students seated at one time
FTE with library certificate	FTE paid support staff serving LMC	Total sq. ft. in Reading/reference	Total sq. ft. in Ancillary	# hours / week LMS scheduled as release time for classroom teachers		

	Column A	Column B	Quantity table (Appendix C) MINUS the total countable items from Column B (use column A if B is shaded). ADDITIONAL NEEDED TO REACH: (Mark 0 if a level is met).				Column C	LMS's overall evaluation of the collection (See Appendix A for explanation) Low...0...1...2...3...4...5...High		
Print, nonprint, and electronic items	Total holdings in this LMC <i>(From the worksheet)</i>	Total countable items <i>(From the worksheet)</i>	Level 1	Level 2	Level 3	Current level met Level 1, 2, or 3 (Mark 0 if no level met)	% of countable items in time-sensitive areas ONLY (70% recommended) <i>(From the worksheet)</i>	Integration of formats into the curriculum (rate 0-5)	Alignment of collection with curriculum (rate 0-5)	Meets student and teacher needs (rate 0-5)
Reference										
Nonfiction										
Machine Dep. visual materials										
Professional materials										
Newspaper subscriptions										
Periodical indexes										
Fiction (All countable)										
Magazine subscriptions										
Prof. Journal subscriptions										
Selection tools										

LMC PLANNING AND EVALUATION WORKSHEET YEAR _____-_____

Areas marked by heavy borders will be reported on the Core Data Report

	SUPPLIES	MATERIALS	EQUIPMENT	OTHER***
Free Textbook				
Technology Grants				
Title V				
Fund raisers / gifts				
Local funds				
Other***				

*** EXPLAIN OTHER (for district use):

EQUIPMENT NUMBERS ARE REPORTED THROUGH THE ANNUAL CENSUS OF TECHNOLOGY (COT).